

## **Ask the US Embassy**

**Print date: January 13, 2010**

**Question:** I'm scheduled to come in for my visitor's visa interview in a few weeks. One of my colleagues explained that the U.S. Embassy has staff members outside that can help with my application or any additional documents that I may need. Can you tell me more about this?

**Answer:** The only U.S. Embassy staff that are stationed outside of our security entrance are the greeters, who review your application documents just before you enter our security booth. Please beware of **ANY** other persons along the sidewalk, who claim that they are associated with the U.S. Embassy. We have recently received reports that individuals may be representing themselves as U.S. Embassy staff, even going so far as to wear badges or nametags, but be assured that they are **NOT** connected with our office. Please question anyone that claims to work with us or claims that they can assist you in securing a visa. Our office does not have any special visa arrangements with any individuals or businesses.

In particular, we want to caution all applicants against purchasing or accepting application documents, letters, or other paperwork from any vendors located outside of the U.S. Embassy. As stated on our website, the only requirements for your appointment are:

- a completed application;
- a passport photo;
- a valid passport (and any previous passports);
- a fee paid receipt from National Commercial Bank; and
- a birth certificate, if you are applying for a minor.

While you are welcome to bring additional documentation, our goal is to evaluate your case based on the information in your application; you should not feel that you need to accept or purchase additional documents, like bank statements or letters, from anyone. This additional documentation, especially if it is not authentic, can negatively affect your application and, in some cases, cause our office to permanently ban you from being able to enter the United States.

If you are approached by anyone while waiting outside of the Embassy, we encourage you to report it to our staff once you enter the security screening area or waiting room. This helps us identify individuals that may be misleading visa applicants or attempting to profit from the sale or distribution of false documents.

### **Incomplete Applications**

Though it is not common, occasionally our office may ask for additional documentation for your application. In these circumstances, we provide you with a letter that allows you to return to the Embassy, without rescheduling or paying another fee, once you have gathered the necessary information. Because we have this process set up for you, you should not feel compelled to accept or purchase any documents that you think you will need.

If any information is missing from your application, you will be notified by an Embassy staff member at the security entrance, at the entrance to our waiting room, or by an officer. Please

rely on these individuals to provide you accurate information, as they are the only ones trained and familiar with our requirements.

Also, while our greeters at the security entrance or waiting room entrance verify that you have the application components listed above, only the consular officers will ask you to gather supplemental information, which could be an employment letter, bank statement, or birth or marriage certificate(s). However, since these documents are not required as part of your application, you should not feel compelled to have them for your interview.

### **Reporting Any Problems**

As we mentioned above, we encourage you to inform us if anyone approaches you while you are waiting in line to enter the Embassy grounds. You are also welcome to report any such incidents to us by email at [KingstonFPU@state.gov](mailto:KingstonFPU@state.gov).

If you have any questions about your upcoming interview, including what to bring or expect, you can review the information available on our website.

### **American citizens**

American citizens visiting the U.S. Embassy for services should proceed to the security entrance and not wait in line with visa applicants. Please identify yourself as a citizen, present an identification document, such as a passport, and you will be guided into the building to our American Citizen Services Unit.